



Labor Rights Policy

PURPOSE

C&M Precision Tech is committed to the protection of its employees labor rights, including but not limited to wages, benefits, non-discrimination, non-harassment, standardized working hours, the freedom to associate and collective bargain and organizational health and safety.

SCOPE

This policy applies to all C&M Precision Tech officers and employees. It is intended to operate in conjunction with C&M Precision Tech's Vision, Mission, and Values, other C&M Precision Tech corporate policies.

POLICY

A. Wages & Benefits

C&M Precision Tech is committed to the following in the areas of wage and benefits:

- Wages meet minimum wage requirements, at minimum
- Period benchmarking is conducted for alignment with prevailing industry wage
- Employees are paid on a regular and fixed schedule
- Eligible employees, based on plan requirements, have a full benefits package available to them
- Employees, prior to starting work, are provided with written details of the job
- Is an at-will employer

B. Non-Discrimination

C&M Precision Tech is committed to non-discrimination in our employment efforts:

- Employment decisions at C&M will be based on merit, qualifications, and abilities
- Non-discrimination in employment opportunities or practices on the basis of an individual's sex, race, color, national origin, age, religion, disability, marital status, sexual orientation, gender identity or expression, veteran status, genetic information or any other legally protected characteristic
- Comply fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Reasonable



accommodation may be available, where an individual's disability affects the performance of job functions

C. Working Hours

C&M Precision Tech is committed to the following regarding working hours:

- Work schedules for employees may vary throughout our organization, depending on the role Supervisors/Human Resources will advise employees of their individual work schedules at time of hire and with any role or department change
- Standard shift schedules, if appropriate, are posted throughout the building
- Employees are notified if their work schedule qualifies for shift differential pay
- Any work performed by an hourly non-exempt employee in excess of 40-hours will be paid at the overtime rate of 1.5x base rate of pay
- Full-time non-exempt employees are provided with 2 rest periods of 15 minutes in length each work day
- Employees working more than five (5) consecutive hours are provided with one unpaid meal period of 30 minutes
- Full-time employees accrue Paid Time Off (vacation, sick, personal) weekly in hourly increments based on their length of service and/or job offer agreement
- PTO is added to the employee's PTO bank on a weekly basis
- Employees are provided rest days in accordance with applicable state and federal laws

D. Collective Bargaining

C&M acknowledges and respects the right of its employees to engage in collective bargaining and is committed to the following:

- Acknowledging and respecting the right of its employees to collective bargaining
- Understands the right to collective bargaining is protected in the United States by the National Labor Relations Act (NLRA) and is also recognized by the International Labour Organization (ILO)

E. Non-Harassment

C&M is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, marital status, sexual orientation, veteran status, genetic information or any other legally protected characteristic will not be sanctioned or tolerated



F. Organizational Health & Safety

C&M is committed to the health and safety of its employees:

- C&M has established a workplace safety/loss prevention program
- Its success depends on the alertness and personal commitment of all employees.
- Information is provided periodically to employees about workplace safety and health issues through regular internal communication channels such as all staff meetings, supervisor-employee meetings, bulletin board postings, memos, or other written communications
- Safety Committee assists with such activities and works to facilitate effective communication between employees and management about workplace safety and health issues
- Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards, and safe work practices and procedures to eliminate or minimize hazards
- Safety Manual is provided to all employees at time of hire and is available at each Right to Know station

G. Raising Concerns

All persons are encouraged to report any concerns regarding human rights to C&M Precision Tech by contacting C&M's Human Resources at HR@cmprecisiontech.com or 603-889-1330 or in writing to:

C&M Precision Tech
Attn: Human Resources
25 Flagstone Drive
Hudson, NH 03051

Any reported concerns may be made anonymously if desired and will be investigated and addressed as appropriate. Disciplinary action may be taken against any employee who is involved in violating any part of this policy. Remedial action may be taken when a non-employee or office is found to be in violation of this policy.